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Governor



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**Thomas J. Sadowski**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** March 15, 2005  
**RE:** SAM II Financial Fiscal Year End Accounting Procedures

This memorandum contains key information needed to close Fiscal Year 2005 (FY05) and begin Fiscal Year 2006 (FY06) for SAM II Financial. The close date of FY05 is July 31, 2005. The cutoff date for JV supporting document for original transaction documents accepted during the period of April-May 2005 is June 17, 2005. Please refer to the attached Calendar of Events for a complete listing of all statewide cutoff dates.

In this memorandum, FY05 is referred to as the current fiscal year and FY06 is referred to as the new fiscal year. Please share the information in this memorandum with all individuals in your agency responsible for SAM II Financial functions.

The major changes in this memorandum from the previous fiscal year memorandum are:

- The REPV and FAIT table upload request and guidelines are incorporated in this memorandum. Agencies that elect to upload FY06 REPV and FY06 FAIT Tables need to send the file(s) to OA via File Transfer Protocol (FTP) by the deadline dates included in the attached Calendar of Events. A separate request for this information will not be issued by OA/Accounting as was done in past fiscal years because the REPV and FAIT table uploads will be handled the same way as last fiscal year through the FTP process.
- A cutoff for Transfer Vouchers has been established for the current fiscal year. This is to ensure that there is sufficient time to process the requested transfers. The established cutoff date for Transfer Voucher processing is on the attached Calendar of Events.
- A section in regard to statewide vendor file update requests has been added to this memorandum that includes a recommendation that state agencies submit all vendor file updates associated with current year transaction processing to OA/Accounting on or prior to June 20, 2005.
- The scheduled July SAM II Financial downtimes are included in the attached Calendar of Events.

### **Document Transaction Cutoff Dates and Instructions**

**See the attached Calendar of Events for the applicable cutoff dates.**

All supporting documentation for document types requiring the Office of Administration, Division of Accounting (OA/Accounting) approval must be received in OA/Accounting prior to 5:00 p.m. on applicable agency cutoff dates unless an earlier time is noted in the Calendar of Events.

If OA/Accounting is to apply final approval, the **agency's final** approval must be applied by 5:00 p.m., or be in ACCPT status if the agency applies the final approval prior to 6:00 p.m. on the agency cutoff date.

OA/Accounting will attempt to process all documents received requesting final approval prior to the close of the system at June 30. However, we cannot guarantee that CR, NF, RE, or RM documents requiring OA/Accounting approval and submitted during the last few days of June will be processed from the current fiscal year. All documentation received will be processed in date received order by OA/Accounting. Any supporting documentation remaining in OA/Accounting for documents that do not get processed prior to 6:00 p.m. on June 30, 2005, will be returned to the agency to resubmit using the new fiscal year. OA/Accounting cannot grant agency exception requests to process JV documents after the cutoff date in July because all statewide document processing must be completed by the end of the business day a week prior to July 31. Therefore, OA/Accounting will return any JV requests received after the July JV cutoff date coded from the current fiscal year for the agency to resubmit in the new fiscal year, if applicable.

Cutoff dates for purchasing documents are not included in this Fiscal Year End memorandum. Please refer to the Fiscal Year End Procurement Procedures distributed by OA/Division of Purchasing and Materials Management for additional information.

The scheduled downtimes that the SAM II Financial System will be unavailable for agency use are included in the attached Calendar of Events. During these scheduled downtimes, OA will be performing fiscal year end processing tasks. If we find it necessary to add additional downtime, extend the scheduled downtime, or if we complete all the required FYE steps earlier, we will notify agencies of the changes in SAM II Financial System availability through the SAMII-FIN Discussion List.

OA will modify the SAM II Financial System to prohibit the acceptance of documents after the dates as defined in the Calendar of Events (excluding Human Resources (HR) documents processed with a prefix of PR or RT).

### **Statewide Vendor File Updates Associated with Current Year Transactions**

As stated in the SAM II Financial Policies and Procedures, Vendor Activities L, OA/Accounting strives to complete all statewide vendor file updates within five (5) working days of receipt. In past years, during the month of June, OA/Accounting has received calls from state agencies asking us to pull specific vendor file update requests and process them as a priority. Agencies asked for this action so they could submit current year transaction documents by the established statewide deadline dates.

OA/Accounting routinely processes vendor file updates in date-received order and will continue to do so. When a request is processed, OA/Accounting will either update the statewide vendor file as requested by the agency or return the request to the agency stating the reason why.

We are asking for your assistance. We strongly recommend that agencies submit all vendor file add, change, and/or delete requests associated with current fiscal year transactions to OA/Accounting on or prior to June 20, 2005. OA/Accounting will process vendor file update requests in date-received order and will deny any requests to find and update specific vendor file updates as a priority.

### **Payment Transaction Document Reminders**

The receipt of goods and/or services is required prior to the submission of the payment request.

Agencies are strongly encouraged to complete PVA transactions on or before the nightly cycle on June 27. Corrections to rejected PVA documents to take them to ACCPT status on SUSF can be processed on June 28. Agencies will not have the opportunity to correct PVA documents if they reject for any reason during the nightly cycle on June 28.

OA/Accounting will delete any payment documents on SUSF after the nightly cycle on June 28.

If a VIQ is not completed, enter the **actual invoice date** in the Date of Record field on payment transaction documents. If completing a VIQ, enter **the actual invoice date** in the Date of Record field on the VIQ. **The correct entry of this information is imperative to the accurate financial reporting of accounts payable at the end of the current fiscal year.**

Some obligations, such as utilities, have a July/August invoice date but are for services provided in June. These obligations must be included as outstanding obligations at June 30 in the State of Missouri's Comprehensive Annual Financial Report (CAFR). Therefore, effective when the SAM II Financial System becomes available for new fiscal year document processing, all agencies must enter a **ONE-DIGIT (no zero or space)** service fiscal year as the **FIRST** digit of the description field during the months of July and August. For example, in July and August 2005, the service fiscal year digits will be 5 for FY05 and 6 for FY06. If an invoice includes services for both the current and the new fiscal year, code the obligation entirely to the new fiscal year. OA/Accounting will again be distributing a CAFR request to agencies and asking the agency to verify the amounts to report for accounts payable. The correct entry of the service fiscal year digit in the description field will provide agencies with the ability to use the Data Warehouse to verify accounts payable information and will provide a consistent statewide procedure for capturing the applicable service fiscal year.

Please send the original invoices and other supporting documentation immediately to OA/Accounting for filing. Please do not retain this information at your agency to determine the accounts payable amounts. Agencies can use the Financial Data Warehouse to assist with obtaining the accounts payable information, the original invoices, and other supporting documentation. The timely filing of invoices and other supporting documentation benefits agencies and OA because the document retrieval requests submitted by agencies, auditors, and other interested parties, can then be processed in a timely manner. As a reminder, agencies must record the fiscal year, acceptance date, document type, agency number, and document number in the upper right hand corner of the original invoice.

Agencies must ensure that all outstanding Stock Requisition (SR) documents are modified to zero or accepted on or before the June deadline date for SR document processing in the attached Calendar of Events. If a SR document is modified to zero, the SR can be input again by your agency at the beginning of the new fiscal year. Please refer to the ISSQ table to determine the outstanding SR documents for your agency.

**Check (AD)/Electronic Fund Transfers (EF), Scheduled Payment Dates, and the SCHD Table**

All current fiscal year payment documents must have an acceptance date or scheduled pay date of June 28, 2005, or prior. This is to ensure that all ADs and EFs for current fiscal year payment documents are dated on or before June 30.

Any payment document on the Scheduled (SCHD) table on June 29, 2005, will be modified to zero by OA/Accounting.

If OA/Accounting modifies a payment document to zero, the agency will need to reenter the document from new fiscal year funds with a new fiscal year document number.

### **Document Deletion**

The following current fiscal year documents not in accept status by 6:00 p.m. on June 28, 2005, will be deleted from SUSF by OA on June 29-30, 2005:

- ✧ Payment documents (excluding Human Resources (HR) documents processed with a prefix of PR or RT and templates with a TEM prefix in a HELD status)
- ✧ Procurement documents
- ✧ Invoices
- ✧ Receivers
- ✧ Requisitions (RX/RXQ)

If OA deletes a document that needs to be processed, the agency will have to reenter the document from new fiscal year funds with a new fiscal year document number.

### **Journal Voucher Processing**

The cutoff dates for correcting JVs in SAM II Financial for the remainder of the current fiscal year and new fiscal year are on the attached Calendar of Events. In addition to the quarterly JV cutoff dates, there is a JV cutoff date in mid-June for April and May transactions. These quarterly cutoff dates are not applicable for deferred revenue JVs or JVPs. Please follow the associated SAM II Financial Policies and Procedures to complete deferred revenue JVs.

JVs or JVPs to correct current fiscal year transactions that increase general revenue expenditures or decrease general revenue cash not in accept status on or before June 30, 2005, will require OA/Budget and Planning's written approval prior to OA/Accounting's review in July. OA/Budget and Planning's approval must be in writing and submitted with the JV supporting documentation to OA/Accounting.

OA/Accounting will remove all approvals from JVs and JVPs during the time that the system is unavailable to agencies from 6:00 p.m. on June 30, 2005, through July 10, 2005. OA/Accounting-HR will review the JVP documents in July when the system is available. Agencies need to review the JV documents in July when the system is available. Agencies must ensure that the accounting period and budget fiscal year fields are completed correctly and obtain OA/Budget and Planning written approval, if needed, before reapplying the agency approvals.

JVs or JVPs entered or in PEND status in July charged to FY05, must have an accounting period (13), fiscal year (05) entered in the accounting period field and budget fiscal year (05) in the BFY field. If the accounting period and BFY fields are left blank, the documents will default to FY06.

Agency requests to extend the agency July JV cutoff date cannot be approved because of statewide processing requirements associated with closing the current fiscal year on July 31. However, agencies can request an exception approval from OA/Accounting to submit a JV after the other monthly cutoff dates by submitting written justification to OA/Accounting. Justification requests based solely on the fact that the agency did not have enough time to process the JV before the cutoff date are denied. OA/Accounting will also review the justification based on the materiality, etc. Requests not viewed as critical may be denied. If a JV processing exception is approved, the agency must submit a copy of the written exception with OA/Accounting approval with each JV that fits the criteria. If an agency does not attach a copy, OA/Accounting will reject the JV because it does not comply with the JV processing guidelines. OA/Accounting will not routinely attach the exception approval because the agency must document which JV transactions are being submitted under the exception for a clear audit trail.

See the Prior Year Adjustments section of this memorandum for more information in regard to prior fiscal year.

### **Accounts Receivable**

**CRP Documents** – The last night CRP documents will generate is June 28, 2005.

Billing agencies must ensure that all CRP documents are in ACCPT status or the supporting document to request the deletion of a CRP must be received by OA/Accounting prior to 5:00 p.m. on June 29, 2005. If a deletion is necessary, the billing agency must work with the billed agencies to ensure that the supporting documentation to cancel an interagency transaction and a request for the deletion of a CRP is received by OA/Accounting prior to 5:00 p.m. on June 29, 2005. Request to cancel an interagency transaction received after the June cutoff date in the Calendar of Events will restore the cash (fund) balances but will **not** restore the appropriations.

Each billing agency must ensure that no CRP documents are listed on SUSF prior to noon on June 30. If any CRP documents are on SUSF at this time, please contact your Agency Customer Service Coordinator (ACSC) and your ACSC may contact OA/Accounting for assistance. This is to ensure that the revenue associated with an internal payment is reflected in the same fiscal year.

Billing agencies must review SUSF on an ongoing basis throughout the fiscal year and take immediate action on all CRP documents to ensure acceptance of these documents in a timely manner.

**Potentially Uncollectible Receivables (PUNR)** – Because of the low volume of accounts receivable write off requests received from state agencies in past years, OA/Accounting will not run the PUNR job at the end of the current fiscal year. Agencies can process a Receivable Modification (RM) document to close RE documents for this purpose.

**Receivable (RE)** – Code RE documents for goods or services (internal and external) provided prior to June 30, but billed after June 30, to the new fiscal year. The OA/Accounting, Financial Reporting Unit, will include all July RE documents coded in the new fiscal year, as an addition to June revenue on the FY05 CAFR.

**Recurring Receivable (RERE)** – There is no automated process for rolling over the RERE table entries. Please use the detailed coding instructions in the SAM II Policies and Procedures manual to set these tables up in the new fiscal year.

**Summary Receivable** – Summary Receivable SAM II Policies and Procedures require agencies to update SAM II Financial and reconcile their legacy system to SAM II on a monthly basis unless a written exception is pre-approved by OA/Accounting. **Agencies must have all summary receivables updated and reconciled by the end of June.**

### **Check Cancellations**

The cutoff dates for check cancellations are on the attached Calendar of Events. Please note that there are two cutoff dates during the month of December. This is necessary due to 1099 reporting requirements. We strongly encourage agencies to forward check cancellation requests to OA/Accounting on a daily basis rather than accumulating checks and sending them occasionally.

Check cancellations received after the June cutoff date in the Calendar of Events will restore the cash (fund) balances but will **not** restore the appropriations.

Check cancellation (CX) forms completed to cancel checks dated on or before June 30, must be on a separate CX form from checks dated on or after July 1.

Submission of CX forms after the applicable cutoff date may require written justification from the agency. If OA/Accounting requests written justification from an agency, the agency must include an explanation for the late submission of the check cancellation request.

### **Prior Year Adjustments**

Adjustments to current fiscal year revenues, expenditures, etc., using a Journal Voucher (JV) document must be in OA/Accounting by 5:00 p.m. on July 15, 2005.

Current fiscal year adjustments after July 15, 2005, are prior year adjustments and are coded to an open new fiscal year accounting period. Please refer to the Prior Year Adjustment memorandum dated September 24, 2001, for more details.

### **Enforcement of Cutoff Dates and SUSF Table Clean Up**

Any supporting documentation remaining in OA/Accounting for documents not processed to ACCPT status prior to 6:00 p.m. on June 30, 2005, will be returned by OA/Accounting to the agencies to resubmit from new fiscal year funds.

On June 29-30, 2005, OA/Accounting will delete applicable current fiscal year documents in accordance with the quarterly and FYE SUSF clean up procedures.

OA/Accounting will send the request to run the SUSF clean up job on a quarterly basis during the fiscal year. However, we strongly encourage agencies to review SUSF and clean up unnecessary documents on an ongoing basis throughout the year so that the agency maintains control and is aware of all document actions. The deletion of these documents is completed by a system job. The documents deleted via this job are not captured and therefore, OA **cannot** notify agencies or supply agencies with the document numbers deleted during SUSF clean up.

### **Federal Aid Inference Table (FAIT)**

For the new fiscal year FAIT table set up, agencies have two options. An agency can elect to input the new fiscal year FAIT data directly into SAM II Financial or prepare a file and submit the file through FTP.

If your agency has current fiscal year FAIT table entries and your agency wants to upload the new fiscal year entries, your agency may obtain the current fiscal year entries from the Data Warehouse Ref\_Fed\_Aid Infer table. The current fiscal year entries may be used by your agency as a starting point to develop the new fiscal year entries. The new fiscal year information needs to be sent through FTP in the file layout that is on the SAM II Financial web site under Interface Information, Agency Interface Specifications, Grants.

Agencies who submitted FAIT table entries through FTP need to verify that the file format that was tested and used last fiscal year to FTP files is the same as what is currently posted on the web site. If so, then a test file is not required. Agencies may elect to send a test file if they desire to do so. **Effective immediately**, agencies that did not FTP FAIT table entries last year can send test files. Once your agency test files are approved by OA/Information Services, your agency is ready to submit a file to run in update mode. The file to be ran in update mode must be submitted to OA/Accounting on or before the FAIT table upload date listed in the attached Calendar of Events. The upload using this FTP process will only be run annually.

Agency technical staff may contact OA/Information Services at (573) 522-1500 (Option 1 for Financial) regarding the procedures to set up an FTP for this purpose.



Report OFN016C1 entitled "FAIT Table Load Warnings & Errors" will be posted to MOBIUS after the upload of the FAIT table to assist you in identifying the FAIT entries that received warning and/or error messages. The MOBIUS retention period for this report is 12 months. Please review this report and correct any warnings and/or errors to prevent error messages on documents that are processed in the new fiscal year. If an entry on the FTP file rejects and does not post to the new fiscal year FAIT table, your agency will need to enter the new fiscal year FAIT table entry directly into SAM II.

If you setup a new fiscal year FAIT table entry, please ensure that an associated reporting category is entered by your agency on the Reporting Category (RPTG) table. When querying the Financial Data Warehouse if the user joins to the REF\_REPORT\_CAT table to retrieve the reporting category name, it is possible that not all the records would be retrieved if the reporting category for some of the records has not been added to the RPTG. The RPTG table entries are not uploaded by OA. Users will receive an error message on a procurement or payment document if the reporting category is not valid on the FAIT table.

To minimize document processing errors associated with Agency Federal Aid Inquiry 1 of 2 (AGFA) and Federal Aid Budget Line Inquiry (FBLT) entries, please ensure there are AGFA and FBLT entries for all new fiscal year FAIT items. If AGFA and/or FBLT entries are missing, you will receive the error message HFL6E FAIT ENTRY MISSING when completing a payment document. Even though the error message generated is directing you to the FAIT table, in some cases the entry will need to be made on the AGFA and FBLT tables.

The FAIT table file will be uploaded prior to the system being available for new fiscal year processing.

**Recurring Payment Voucher Table (REPV)** – For the new fiscal year REPV table set up, agencies have two options. An agency can elect to input the new fiscal year REPV data directly into SAM II Financial or prepare a file and submit the file through FTP.

If your agency has current fiscal year REPV table entries and your agency wants to upload the new fiscal year entries, your agency may obtain the current fiscal year entries from the Financial Data Warehouse Ref\_Recur\_Pymt table. The current fiscal year entries may be used by your agency as a starting point to develop the new fiscal year entries. The new fiscal year information needs to be sent through FTP in the file layout that is on the SAM II Financial web site under Interface Information, Agency Interface Specifications, Accounts Payable Documents.

Agencies who submitted REPV table entries through FTP need to verify that the file format that was tested and used last fiscal year to FTP files is the same as what is currently posted on the web site. If so, then a test file is not required. Agencies may elect to send a test file if they desire to do so. **Effective immediately**, agencies that did not FTP REPV table entries last year can send test files. Once your agency's test files are approved by OA/Information Services, your agency is ready to submit a file to run in update mode. The file to be ran in update mode must be submitted to OA/Accounting on or before the REPV table upload date listed in the attached Calendar of Events.

Please note that the scheduled REPV upload date in the Calendar of Events will provide agencies with a few working days to manually enter online any items that reject during the upload of the REPV table. The upload using this FTP process is an annual job. Additional REPV table entries needed after the scheduled REPV upload date must be entered online by the agencies.

Agency technical staff may contact OA/Information Services at (573) 522-1500 (Option 1 for Financial) regarding the procedures to set up an FTP for this purpose.

Report OFN014C1 entitled "REPV Table Load Warnings & Errors" will be posted to MOBIUS after the upload of the REPV table to assist you in identifying the REPV entries that received warning and/or error messages. The MOBIUS retention period for this report is 12 months. Please review this report and correct any warnings and/or errors to prevent error messages on documents that generate in the new fiscal year. If an entry on the FTP file rejects and does not post to the new fiscal year REPV table, your agency will need to enter the new fiscal year REPV table entry directly into SAM II Financial.

**Reporting Category Table (RPTG)** – Table entries for the new fiscal year are currently on the RPTG table and agencies may update the data as necessary. Please refer to the OA/Accounting-HR Fiscal Year End memorandum for payroll related entry requirements on the RPTG that **must** be on the table prior to June 30.

#### **Additional Memorandum/Instructions to be issued at a Later Date**

**Purchase Order Rollover Process (PORL)** – OA/Accounting will issue a memorandum through the SAMII-FIN Discussion List during the later part of May to agencies detailing procedures for the PORL process.

Please ensure that all purchase orders associated with a job, project, or reporting category are modified to an open job, project, or reporting category or cancelled prior to closing the job, project, or reporting category throughout the year to assist with the PORL process.

OA/Accounting monitors agency compliance in regard to the PORL guidelines. If an agency does not comply with the guidelines distributed for the current fiscal year, then the agency may be denied the opportunity to use the PORL process at the end of the new fiscal year.

#### **Document Numbering Reminders**

Agencies must follow the Document Numbering Policy and Procedures as detailed in the SAM II Policies and Procedures, SAM II System Navigation (D) Documents, Document Numbering. See Policies, Overview and Document Numbering by Transaction Table.

### **Index of Appropriations**

The new fiscal year Index of Appropriations will be available approximately July 11, 2005. Each section of the Index is sorted first by house bill section, fund, and appropriation unit. It will provide a short description of each appropriation as it is generated from the SAM II Budget System.

### **Policies and Procedures/Chart of Accounts Updates**

Updates are completed and posted to the Intra-Net. An e-mail notice is sent through the SAMII-FIN Discussion List. If an individual in your agency needs this information and is not a member of the SAMII-FIN Discussion List, he/she may become a member by signing up on <http://modocs.intra.state.mo.us/modocs/lists.html>.

### **Reappropriation Processing**

Reappropriation processing will occur while the SAM II Financial System is unavailable to the agencies for the completion of fiscal year end processing tasks. The appropriation balances per the appropriate house bills and the SAM II Financial System will be used to determine the current fiscal year amounts to be reappropriated.

### **Reference Table Additions**

Additions, deletions, and changes for all new fiscal year codes must be submitted by May 6, 2005, through e-mail to [oasamiicoa@oa.mo.gov](mailto:oasamiicoa@oa.mo.gov) or via ad hoc routing through SAM II Financial to OK103 (COA Table Maint).

### **Workflow Updates**

Additions, deletions, or changes to the rollups of new fiscal year organization codes may require updates to your agency's Workflow rules. Please ensure that any changes to your SAM II Financial Workflow rules for the new fiscal year organization code changes are submitted by May 6, 2005. Requests should be signed by your agency's Workflow Coordinator and submitted to OA/Information Services/Systems & Programming, Harry S Truman Building, Room 280, Attn: Financial Support.

Please have the requests prepared with appropriate effective dates. "FYE" in the Justification/Comments would also be helpful.

If you have any SAM II Financial Workflow questions, please have your Workflow Coordinator contact OA/Information Services/Systems & Programming Financial Helpdesk. The phone number is 522-1500, Option 1. The e-mail address is [Financial@oa.mo.gov](mailto:Financial@oa.mo.gov).

**Questions**

If you have any questions in regard to the information supplied in this memorandum, please contact your Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact the OA/Accounting Agency Customer Service Coordinators desk when necessary.

Attachment

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events  
for the  
Termination of Fiscal Year 2005  
and  
Beginning of Fiscal Year 2006**

<b>Statewide Cutoff Date</b>	<b>Explanation of Statewide Cutoff</b>
April 29, 2005	Supporting documentation for JVs for original transaction documents accepted during the period of January-March 2005 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 29, 2005	Check Cancellation (CX) form(s) for checks dated January-March 2005 must be received by OA/Accounting by 5:00 p.m.
May 6, 2005	FY06 SAM II Financial Workflow rules for FY06 organization code are due in OA/Information Services/Systems & Programming.
May 6, 2005	FY06 SAM II Reference Table additions, deletions, and changes for Codes are due in OA/Accounting.
May 16 - July 15, 2005	Prepare file of REPV transactions according to the file layout on the SAM II Financial web site and return to OA/Information Services so that REPV records are created for FY06. OA/Information Services must receive the FTP file prior to 5:00 p.m. on July 15, 2005.
June 1-29, 2005	Purchase Order Roll Over (PORL) table will be open for agency access.  <b>Note:</b> OA/Accounting will distribute instructions on how to set the PORL table and post reports OFN118R1, OFN118R2, and OFN118R3 to MOBIUS during the later part of May.
June 15, 2005	Payment transaction documents requiring Facilities Management Design & Construction approval due in Facilities Management Design & Construction by 5:00 p.m. to ensure payment from capital improvement FY05 accounts.
June 17, 2005	Supporting documentation for JVs for original transaction documents accepted during the period of April-May 2005 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
June 20, 2005	Recommended deadline date for the submission of statewide vendor file updates associated with FY05 transactions documents.

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events**

Statewide Cutoff Date	Explanation of Statewide Cutoff										
June 23, 2005	On-line agency cutoff date for submission of the following FY05 transaction documents: <table><tr><td>SR</td></tr></table>	SR									
SR											
June 24, 2005	Check Cancellation (CX) form(s) for checks dated April-June 2005 must be received by OA/Accounting by 5:00 p.m. to restore both the appropriation and cash.										
June 27, 2005	On-line agency cutoff date for submission of the following FY05 transaction documents: <table><tr><td>PI</td></tr></table>	PI									
PI											
June 28, 2005	FTP file to OA/Information Services for FY06 FAIT table upload by 5:00 p.m.										
June 28, 2005	Interface and/or On-line agency cutoff date for submission of the following FY05 transaction documents: <table><tr><td>CI</td><td>P1</td><td>PVA*</td><td>RC</td><td>VIQ</td></tr><tr><td>MP/PVV</td><td>PVQ</td><td>PVE</td><td>PVS</td><td></td></tr></table> <p>* PVA documents that are created and reject during the nightly cycle on June 28 will be deleted from SUSF by OA/Accounting. Agencies will not have the opportunity to correct these documents and must be resubmitted by the agencies from new year appropriations.</p>	CI	P1	PVA*	RC	VIQ	MP/PVV	PVQ	PVE	PVS	
CI	P1	PVA*	RC	VIQ							
MP/PVV	PVQ	PVE	PVS								
June 28, 2005	Cutoff date for submission of FY05 Transfer Vouchers.										
June 28, 2005	Review of SUSF by agencies. Agencies must have <b>all</b> FY05 documents, unless it is a JV, JVP, or a document template with a TEM prefix in held status or a document type that has a cutoff date after June 28, in accept or delete status by 6:00 p.m.										
June 28, 2005	Interface and/or On-line agency cutoff date for submission of the following FY05 transaction documents that <b>require OA/Accounting final approval</b> : <table><tr><td>CR</td><td>RE</td></tr><tr><td>NF</td><td>RM</td></tr></table>	CR	RE	NF	RM						
CR	RE										
NF	RM										

**Comment:** Duplicate of June 29 entry.

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events**

Statewide Cutoff Date	Explanation of Statewide Cutoff																		
June 28-30, 2005	Fixed asset, accounts receivable (except for June 2005 revenue billed after June 30, 2005), deferred revenue, and other liability transactions must be reconciled prior to 6:00 p.m. This includes the completion and acceptance of all fixed asset documents associated with FY05 acquisitions and <b>dispositions</b> .																		
June 29, 2005	Last day for agencies to request Manual Warrants (MW). MW requests must be pre-approved by OA/Accounting and the associated payment vouchers in accept status prior to 10:00 a.m.																		
June 29, 2005	All CRP documents must be in ACCPT status prior to 6:00 p.m. or OA/Accounting must receive supporting documentation to request the deletion of a CRP prior to 5:00 p.m.																		
	<b>Note:</b> The last night CRP documents will generate is June 28.																		
June 29, 2005	PORL table agency access closed at 5:00 p.m.																		
June 29-30, 2005	Current fiscal year payment (excluding Human Resources (HR) documents processed with a prefix of PR or RT), procurement, invoice, receiver, requisition (RX/RXQ), Stock Requisition (SR), Pick and Issue (PI), and Stock Confirmation (CI) documents not in accept status by 6:00 p.m. on June 28, 2005, will be deleted by OA on June 29-30, 2005. An exception to this criterion is that document templates with a TEM prefix in held status will <b>not</b> be deleted. OA/Accounting will <b>not</b> notify agencies or supply agencies with the document numbers deleted.																		
June 29, 2005	Interface agency cutoff date for submission of the following FY05 transaction documents:																		
	<table><tr><td>CRQ</td><td>FD</td><td>JB</td><td>PA</td><td>PT</td><td>RB</td></tr><tr><td>EB2</td><td>FM</td><td>JBR</td><td>PJ</td><td>PX</td><td>RE</td></tr><tr><td>FA</td><td>FX</td><td>JC</td><td>PJR</td><td>PZ</td><td>TB</td></tr></table>	CRQ	FD	JB	PA	PT	RB	EB2	FM	JBR	PJ	PX	RE	FA	FX	JC	PJR	PZ	TB
CRQ	FD	JB	PA	PT	RB														
EB2	FM	JBR	PJ	PX	RE														
FA	FX	JC	PJR	PZ	TB														
	<b>Note:</b> We will interface these document types for agencies on June 30. However, if any documents reject or require approval, agencies will not have the opportunity to correct or approve the documents and the documents will be deleted from SUSF prior to the system coming up for new year processing.																		

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Statewide Cutoff Date	Explanation of Statewide Cutoff																																				
June 30, 2005	Interface agency cutoff date for submission of the following FY05 transaction documents: <table><tr><td>AL</td><td>CR</td><td>NF</td></tr><tr><td>AP</td><td>EB</td><td>RM</td></tr><tr><td>AR</td><td>FT</td><td>TA</td></tr></table>	AL	CR	NF	AP	EB	RM	AR	FT	TA																											
AL	CR	NF																																			
AP	EB	RM																																			
AR	FT	TA																																			
June 30, 2005	Interface and/or On-line agency cutoff date for submission of the following FY05 transaction documents: <table><tr><td>AL</td><td>EB2</td><td>FT</td><td>MN</td><td>PT</td><td>TA</td></tr><tr><td>AP</td><td>FA</td><td>FX</td><td>OC</td><td>PX</td><td>TB</td></tr><tr><td>AR</td><td>FC</td><td>IA</td><td>PA</td><td>PZ</td><td>TI</td></tr><tr><td>CR</td><td>FD</td><td>JB</td><td>PB</td><td>RB</td><td>TR</td></tr><tr><td>CRQ</td><td>FM</td><td>JBR</td><td>PJ</td><td>RE</td><td>TV</td></tr><tr><td>EB</td><td>FS</td><td>JC</td><td>PJR</td><td>SN</td><td></td></tr></table> <p><b>Note:</b> All documents listed in the above chart must be in ACCPT status by 6:00 p.m. Please note that some CR and RE documents require OA/Accounting final approval. OA/Accounting does not guarantee that the CR or RE documents that require OA/Accounting final approval will be taken to ACCPT status if submitted to us after June 28.</p> <p><b>Note:</b> We will interface these document types for agencies on June 30. However, if any documents reject or require approval, agencies will not have the opportunity to correct or approve the documents and the documents will be deleted from SUSF prior to the system coming up for new year processing.</p>	AL	EB2	FT	MN	PT	TA	AP	FA	FX	OC	PX	TB	AR	FC	IA	PA	PZ	TI	CR	FD	JB	PB	RB	TR	CRQ	FM	JBR	PJ	RE	TV	EB	FS	JC	PJR	SN	
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June 30, 2005	Summary receivable policy and procedures require agencies to update the SAM II system and reconcile their legacy system to SAM II on a monthly basis. Agencies must have all summary receivables updated and reconciled by 6:00 p.m.																																				
June 30, 2005	SAM II Financial unavailable to agencies at 6:00 p.m.																																				
July 1, 2005	Beginning of FY06.																																				
July 11, 2005	SAM II Financial available for agency access. Please note that the SAM II Financial may be unavailable from 12:00 p.m. (noon) until 1:00 p.m for FYE processing.																																				



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<b>Statewide Cutoff Date</b>	<b>Explanation of Statewide Cutoff</b>
July 11, 2005	FY06 Index of Appropriations available for agency use.
July 11, 2005	FY06 FAIT (Federal Aid Inference Table) available for agency review.
July 13, 2005	Projected first check date in July.
July 13, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 15, 2005	Supporting documentation for JVs where original transaction documents accepted during the period of June 2005 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting. Please note that exception requests received from agencies for JVs coded to the current fiscal year after this date will be denied by OA/Accounting. <b><i>Agencies must obtain prior written approval from OA/Budget and Planning for JVs increasing General Revenue expenditures or decreasing General Revenue cash prior to OA/Accounting applying any approvals.</i></b>
July 15, 2005	Check Cancellation (CX) form(s) for checks dated April-June 2005 must be received by OA/Accounting by 5:00 p.m. Cash only will be restored for check cancellations received after June 25, 2005.
July 18, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 19, 2005	REPV (Recurring Payment Voucher) FTP file is due in OA/Accounting prior to 5:00 p.m.
July 20, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 22, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 22, 2005	Receivable (RE) documents for goods or services (internal and external) provided prior to June 30, but billed after June 30, must be coded to FY06 and in ACCPT status by 6:00 p.m.

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<b>Statewide Cutoff Date</b>	<b>Explanation of Statewide Cutoff</b>
July 22, 2005	Close FY05 to statewide document processing.
July 25, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 26, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 27, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 28, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 29, 2005	Scheduled downtime for SAM II Financial System from 12:00 p.m. (noon) through 1:00 p.m. only.
July 29, 2005	Close July FY05.
July 30, 2005	SAM II Financial closed all day for FYE Processing.
July 31, 2005	SAM II Financial closed all day for FYE Processing.
October 28, 2005	Supporting documentation for JVs where original transaction documents accepted during the period of July-September 2005 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
October 28, 2005	Check Cancellation (CX) form(s) for checks dated July-September 2005 must be received by OA/Accounting by 5:00 p.m.
December 13, 2005	Check Cancellation (CX) form(s) for checks dated October-November 2005 must be received by OA/Accounting by 5:00 p.m.
December 28, 2005	Check Cancellation (CX) form(s) for checks dated December 1-19, 2005, must be received by OA/Accounting by 5:00 p.m.
January 6, 2006	Check Cancellation (CX) form(s) for checks dated December 19-31, 2005, must be received by OA/Accounting by 5:00 p.m.

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<b><u>Statewide Cutoff Date</u></b>	<b><u>Explanation of Statewide Cutoff</u></b>
January 31, 2006	Supporting documentation for JVs where original transaction documents accepted during the period of October-December 2005 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 28, 2006	Supporting documentation for JVs where original transaction documents accepted during the period of January-March 2006 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 28, 2006	Check Cancellation (CX) form(s) for checks dated January-March 2006 must be received by OA/Accounting by 5:00 p.m.